Parent Portal
Student Reference Guide

This guide provides step-by-step instruction for students to login and use the Parent Portal.
If you have questions about your grades, attendance, or account information please contact your school.   If you require assistance logging in, please go to the Parent Portal Support site or send an email to
PortalHelp@leonschools.net.

Sign In

You must open an Internet browser before you can sign in to the Parent Portal.   Common browsers include Internet Explorer, Chrome, Firefox, and Safari.

Step 1. Open a browser.
Tip: *You probably have one of the following icons on your desktop.*

IE versions 8.0 and 9.0
Google Chrome
Firefox versions 10 and 11
Safari version 5.x

*If you do not have an icon available, Windows users can select the **Start** button, followed by **All Programs** and **Internet Explorer**.   Mac users can click **Finder**, select **Applications**, and open **Safari.***

Step 2. Enter the **Parent Portal web address** http://www.leonschools.net/parentportal in the address bar.

Parent Portal / Parent Port...
www.leonschools.net/parentportal
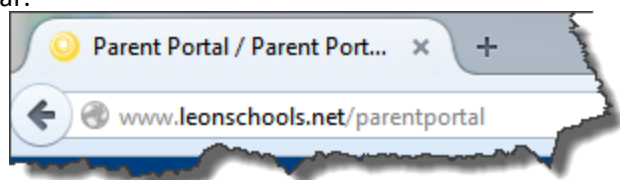
Step 3. Click on the **Parent Portal icon** on the right side of the screen to check your grades.

Check your grades below!!

Username
Password
Sign in   Forgot Password
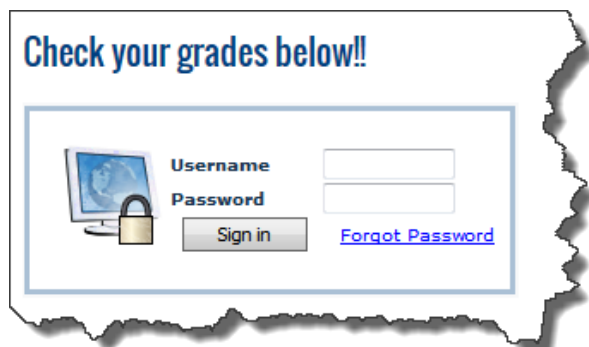
*If you are new to LCS, you will receive your **user name** and **password** from your school.   Returning LCS students will use the same user name and password as last year.*

Step 4. Enter your **User name**.
Step 5. Enter your **Password**.
Step 6. Click **Sign In**.

Username User Name
Password ••••••••
Sign in   Forgot Password

Upcoming Assignments

When you first log in, the screen displayed is the "Upcoming Assignments" screen.

Upcoming Assignments

10 Grade

Overdue Assignments			
Due Date	Assignment	Type	Course
Tue, Aug 21	Information Sheet Signed	Assessment	HOPE
Tue, Aug 21	Sylabus Sighned	Assessment	HOPE

Assignments Due Today			
Due Date	Assignment	Type	Course
Wed, Aug 22	Binder Check	Assessment	HOPE

Future Assignments Due			
Due Date	Assignment	Type	Course
Fri, Aug 24	Student Information Sheet	Assessment	BIO 1 HON
Thu, Aug 23	Baseline EOC	Assessment	BIO 1 HON

Parent Portal | http://www.leonschools.net/parentportal

G r a d e b o o k
LCS Instructional Education System

Overdue Assignments is a feature that displays assignments that are overdue. *Your account may show an assignment in the overdue section. This status is based on the **due date** of the assignment, not an indication of its submission status. This status will remain for 7 days, or until the teacher enters the grade into the grade book.*

Overdue Assignments			
Due Date	Assignment	Type	Course
Tue, Aug 21	Information Sheet Signed	Assessment	HOPE
Tue, Aug 21	Sylabus Sighned	Assessment	HOPE

Assignments Due Today displays all assignments that are due on the current date.

Assignments Due Today			
Due Date	Assignment	Type	Course
Wed, Aug 22	Binder Check	Assessment	HOPE

Future Assignments Due displays assignments that are due on a future date. (*7 day in future*)

| Future Assignments Due			
Due Date	Assignment	Type	Course
Fri, Aug 24	Student Information Sheet	Assessment	BIO 1 HON
Thu, Aug 23	Baseline EOC	Assessment	BIO 1 HON

Grade Summary

To view your grades, click on **Grade Summary** on the left side of your screen.

SUMMARY
- Attendance Summary
- Grade Summary
- Schedule Summary
- Upcoming Assignments

The **Grade Summary** screen provides the grading score by grading periods and both semester averages for the current school year.

Grade Summary

10 Grade

	Year				
	Semester 1			Semester 2	
Course	Grading Period 1	Grading Period 2		Grading Period 3	Grading Period 4
BIO 1 HON(004)	86/B			86/B	
ENG HON 1(007)	89/B			89/B	
GEO HON(002)	92/A			92/A	
HOPE(003)	98/A			98/A	
LATIN 1(002)	79/C			79/C	
ADV PL WORLD HIST(004)	82/B			82/B	

To see a detailed display of scores earned per assignment for each class, click on the corresponding blue "grading period" score.

	Semester 1
Course	Grading Period 1
BIO 1 HON(004)	86/B
ENG HON 1(007)	89/B
GEO HON(002)	92/A
HOPE(003)	98/A

Class Reports

Currently two student reports are available, **Student Assignments** and **Student Missing Assignments**. To view these reports follow these steps:

CLASS REPORTS 1

Class:
BIO 1 HON(004) 2

Marking Period:
Grading Period 1 3

Report:
Student Assignments 4

5 Get Report ►

Step 1. Click the square down arrow beside Class Reports.
Step 2. Select the class you wish to get the report for.
Step 3. Select the grading period you wish the report to cover.
Step 4. Select which report you want to view.
Step 5. Click **Get Report**.

*Note: The **Student Missing Assignments** report will display assignments that are considered "missing" or "overdue." If an assignment displays a letter score of **Z** this means the assignment was not submitted to the teacher. Please review the **Student Assignments** report for a complete indication of "missing" assignments.*

If your teacher uses weighted categories, the **Student Assignments** report will list the categories and the weights of each category in a table beneath the assignments. If you do not see this table, your teacher does not use weighted categories.
Tip: To view assignment details click on the assignment description.

Student Assignments

Course: BIO 1 HON(004)
Period: Grading Period 1
Teacher: Crum, Ronald

	Assignments						
No.	Description	Due Date	Category	Grade	Max	Letter	Comments
1	Participation	Aug 20	Participation	100	100.0	A	
2	Extra Credit	Aug 20	Classwork		0.000		
3	Baseline EOC	Aug 23	Classwork	0	10.000	Z	
4	Student Information Sheet	Aug 24	Classwork	0	5.000	Z	
5	Ch 14 Outline	Sep 5	Classwork		10.000		
6	Ch 15 Outline	Sep 5	Classwork		10.000		
					25%	F	

Category	Weight	Points / Max pts.	Percent	Letter
Bellwork	20.000	0 / 0		
Classwork	30.000	0 / 15	0	F
Participation	10.000	100 / 100	100	A
Tests	40.000	0 / 0		

Comments		
Teacher	Date	Title
No comments.		

Attendance Summary

To view your attendance, click **Attendance Summary** on the left side of your screen.

SUMMARY
Attendance Summary
Grade Summary
Schedule Summary
Upcoming Assignments
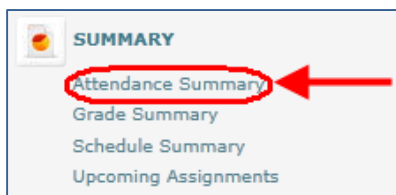
The date range of the displayed attendance will always default from the previous Sunday to the upcoming Sunday.   To view a different date range, change the dates by typing the desired date range into the date boxes or by using the calendar icon.   Then click **GO**.

Date Range: Sun 8/19/2012 – Sun 8/26/2012   GO

On the Attendance Summary page the first table displays the totals of each attendance type in each class for the date range selected.

Attendance Summary						
Type	ENG HON 1	GEO HON	HOPE	BIO 1 HON	LATIN 1	ADV PL WORLD HIST
Unexcused Absence	3	3	3	3	3	3
Excused Absence						
School Absence						
Unexcused Tardy						
Excused Tardy						
Present						

This is an example of a student who has been absent from every class for three days.

The second table, **Detailed Attendance**, displays your attendance by date for the date range selected.   The example above is of the same student in the previous example.   The **1-A** stands for first period and the **A** is the attendance code for an unexcused absence.

Detailed Attendance						
Date	ENG HON 1	GEO HON	HOPE	BIO 1 HON	LATIN 1	ADV PL WORLD HIST
2012-08-20	1-A	2-A	3-A	4-A	5-A	6-A
2012-08-21	1-A	2-A	3-A	4-A	5-A	6-A
2012-08-22	1-A	2-A	3-A	4-A	5-A	6-A

Tip: Click *"Show Attendance Code Legend"* to view a legend for all attendance codes.

Schedule Summary

To view your schedule, click **Schedule Summary** on the left side of your screen.

SUMMARY
Attendance Summary
Grade Summary
Schedule Summary
Upcoming Assignments
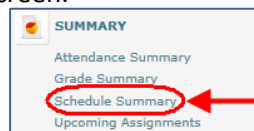
Click the teacher's name displayed in the Email column to send your teacher an email.

Schedule Summary

10 Grade

Current Schedule						
Course	Section	Add Date	Room	Term	Teacher	Email
ENG HON 1	007	2012-08-20	429	1	Clark, Thomas	Clark, Thomas
GEO HON	002	2012-08-20	419	1	Lanaster, Brian	Lanaster, Brian
HOPE	003	2012-08-20	602	1	Kingston, Allison	Kingston, Allison
BIO 1 HON	004	2012-08-20	118	1	Crum, Ronald	Crum, Ronald
LATIN 1	002	2012-08-20	611	1	Masterson, Tammy	Masterson, Tammy
ADV PL WORLD HIST	004	2012-08-20	441	1	Fernandez, Charlie	Fernandez, Charlie

Profile – *Important!!*

To change your password or add an email address to your Pinpoint Parent Portal account, click on **Profile** at the bottom left of your screen.

OPTIONS
Profile
Email Subscriptions
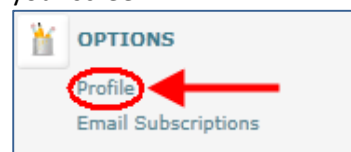
Note: If you change or update any phone number, your official records are not updated.   Please have your parent contact your school to officially change contact information.

| General | Password |

Personal Information

Name:
Time Zone:
Preferred Culture: English
Phone: x   Other
Add Phone
Email: Other   Primary
Add Email

Save

Type your email address into the email text box. Before saving, you have to set one email address as Primary by clicking on the button beside Primary.   Click the **save** button when done.

Note: You must *save* your email address before you can receive password reminders or email subscriptions.

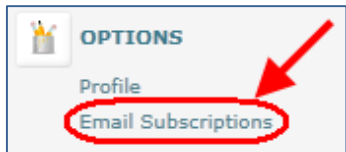Parent Portal | http://www.leonschools.net/parentportal

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To change your password, click on the **Password** tab.

Then enter your old password, new password, and re-enter your new password.   Click **Change**.   (***Note:*** *Your password must be at least 6 characters long.)*

Email Subscriptions

To setup email subscriptions, click on **Email Subscriptions** on the left of your screen.

Email Subscriptions are automated emails sent directly to your email account.   There is a chance that some email providers may consider these emails SPAM.   We suggest following your email provider's instructions on how to unblock certain email addresses so that the email subscriptions you receive will be delivered to your inbox.

If you see this screen, then you have not saved an email address to your profile.   You must follow the steps of saving an email address to your profile before you can subscribe to email subscriptions.

In the **Choose Subscriptions** area you have a choice of different subscription types.

Automatic Unexcused Absence Notice and **Automatic Excused Absence Notice** will send you an email to your chosen email address any time you have been marked with an Unexcused or Excused Absence code.

Attendance Summary, **Grade Summary**, and **Student Assignments** will all email you a weekly report on the day(s) selected. The **Attendance Summary** report will display the date the attendance code was recorded, attendance code, class description, period and teacher's name. The **Grade Summary** report only displays the current overall grading period grade. The **Student Assignment** report will display the score for every assignment in each class.

Tip: *If you are unsure what the attendance code displayed means, check the Attendance Code Legend on the Attendance Summary screen.*

To **subscribe,** check the box beside the desired report and ensure that one of the "Home", "Work" or "Other" email choice is also checked.   Remember to check the box beside the desired day you wish to receive the report for weekly reports.   Then click the **Save** button.

In the **Choose Classes** area you have a choice of receiving an email notification for each selected class if your "grading period" grade falls below the selected grade criteria.

To **subscribe,** simply check the box beside the desired classes. Then use the drop down box and select the grade criteria that will trigger an email notification.   Please ensure that one of the email choices is checked for each class you first selected. Then click the **Save** button.

Sign Out

When you have finished reviewing information, be sure to click the **Sign out** link found at the top of the Parent Portal window.

G r a d e b o o k
LCS Instructional Education System

Leon County Schools |Gradebook v16.0.7.1 | Doc v1.0